

COUNCIL ACTION FORM

SUBJECT: FILLING MENTAL HEALTH ADVOCATE POSITION THROUGH
“PREFERENCE BY SERVICE”

BACKGROUND:

As a part of the City Council’s 2016/17 Budget deliberations, approval was given to create a .75 FTE (full-time equivalent) Mental Health Advocate position within the Police Department. The Police Department’s mental health support function had previously been filled by “temporary,” non-benefitted employees; but the burgeoning need for mental health support justified creating a permanent position receiving full benefits (e.g., paid leave, health care contribution, etc.).

The City’s adopted Personnel Policies and Procedures do not spell out a clear process for moving an existing temporary employee into a permanent, benefitted position. However, in the case of an individual going from a permanent non-Civil Service position into a Civil Service position, provision is made for the individual to automatically be moved into the new position based upon a “preference by service.” That provision recognizes that the employee is fully qualified for the position, that the employee has already performed the duties of the position, and that the interests of the City would not be better served by carrying out a formal recruitment.

It seems appropriate to apply this same “preference by service” principle to the Mental Health Advocate situation. Since that authorization is not clearly stated in the Personnel Policies and Procedures, Council approval is sought to offer the newly created .75 FTE position to the individual currently performing this function for the City.

Staff has confirmed that this process will not violate federal Affirmative Action policies under Office of Federal Contractor Compliance Programs per VEVRAA/JVA 41 CFR Part 60 or any other applicable hiring laws, and is fully within the authority of the City Council.

ALTERNATIVES:

1. Authorize staff to offer the .75 FTE Mental Health Advocate position to the individual who is currently performing this function on a temporary basis.
2. Direct staff to conduct a full recruitment for this position.

MANAGER'S RECOMMENDED ACTION:

The individual currently performing this function within the Police Department is already doing an outstanding job carrying out these duties on a “temporary” basis, and the City would gain no further value by conducting a formal recruitment.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.